

MPG 6700.1

REVISION B

EFFECTIVE DATE: February 14, 2003

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MARSHALL PROCEDURES AND GUIDELINES

AD01

MSFC VEHICLE OPERATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/20/00	This document replaces MMI 6730.1, MMI 6740.1, and MMI 6750.1.
Revision	A	11/19/01	This revision changes the title from "Motor Vehicle Fleet Operation" to "General Purpose-Special Purpose Equipment Operations;" adds requirements for Special Purpose Equipment; and an Appendix D, Summary and Guidelines.
Revision	B	2/14/03	This revision renames the directive and replaces the remainder of the document with new information. MPG 6000.1A was split into two documents: 1) This new revision, and 2) MWI 6700.1, MSFC Motor Pool Operations.

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PREFACE

P.1 PURPOSE

The purpose of this MPG is to establish the overall policy for vehicle operations at MSFC.

P.2 APPLICABILITY

This MPG is applicable to all MSFC organizations, all authorized MSFC support contractors, and Government Agencies utilizing the MSFC motor vehicle fleet and special purpose equipment services.

P.3 AUTHORITY

- a. MPG 1600.1, "MSFC Security Procedures and Guidelines"
- b. NPD 6000.1, "Transportation Management"

P.4 APPLICABLE DOCUMENTS

- a. 29 CFR, 1910.178
- b. MWI 3410.1, "Personnel Certification Program"
- c. MWI 6700.1, "MSFC Motor Pool Operations"
- d. NASA-STD-8719.9, "Standard For Lifting Devices and Equipment"
- e. NPG 1441.1, "NASA Records Retention Schedule"
- f. NPG 6000.1, "Requirements for Packaging, Handling, and Transportation Equipment and Associated Components"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 6700.1A dated November 19, 2001

Original signed by
Axel Roth for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Operator (employee). Civil servant and authorized MSFC support contractors who drive/operate a general purpose vehicle or item of special purpose equipment.

1.2 General Purpose Vehicle (vehicle). An MSFC vehicle used primarily for carrying passengers and hauling cargo. Examples include: pickups, sedans, tractor-trucks, and vans (both cargo and passenger type).

1.3 Vehicle Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to vehicle operations.

1.4 Government Services Administration (GSA). MSFC's source for fleet availability.

1.5 Motor Vehicle Fleet Operations Officer (MVFO). The individual assigned to monitor and coordinate the MSFC vehicle and special purpose equipment operations.

1.6 Special Purpose Equipment (SPE). MSFC Equipment used for heavy-duty and special operations. Examples include: mobile cranes, forklifts, tractors, and aerial lifts. This does not apply to contractor-owned equipment.

1.7 Special Purpose Equipment (SPE) Coordinator. The individual designated by the manager or director of an MSFC organization to serve as the organization's representative on all matters pertaining to special purpose equipment.

2. RESPONSIBILITIES

2.1 The operator (employee) is responsible for:

2.1.1 Ensuring that the vehicle and/or SPE are used for official Government business only.

2.1.2 Operating vehicles and SPE in accordance with pertinent onsite safety considerations as well as local, State, and Federal laws and regulations.

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2.1.3 Having a valid drivers' license for usage of vehicle and/or certification (i.e., forklift, mobile crane, aerial lift) for SPE in accordance with MWI 3410.1.

2.1.4 Performing daily SPE inspections in accordance with 29 CFR 1910.178(g)(7) and NASA-STD-8719.9. For forklifts, use MSFC Form 4258-1, 4258-2 or equivalent. For aerial lifts, use MSFC Form 4329. For mobile cranes, use MSFC Form 4328.

2.1.5 Inspecting vehicles/SPE before and after use for damage and/or other defects and reporting malfunctions to the Motor Pool at 544-4460, 544-4565, or 544-4564.

2.1.6 Keeping the interior of the vehicles clean, monitoring the general fluid levels of the vehicle, and notifying the Motor Pool if additional fluids or other servicing is needed.

2.1.7 Ensuring that vehicle/SPE keys are removed while unattended and locked after normal duty hours.

2.2 Directors/Managers of MSFC Directorates, Projects, and Staff Offices are responsible for:

2.2.1 Appointing a Vehicle Coordinator and an SPE Coordinator and alternates to act on their behalf in matters pertaining to vehicles and SPE as requested by the MVFO.

2.2.2 Ensuring that only the minimum number of vehicles and SPE is permanently assigned to their organization for mission support.

2.3 Vehicle Coordinators and Special Purpose Equipment Coordinators are responsible for:

2.3.1 Serving as liaison between their organization and the MVFO.

2.3.2 Coordinating the organization's submittal of MSFC Form 378, Vehicle/Equipment Inventory - Justification.

2.3.3 Maintaining the list of approved support contractors for the use of pool vehicles.

2.3.4 Maintaining vehicle usage data (MSFC Form 494, "Daily Vehicle Dispatch Log").

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2.3.5 Ensuring assigned vehicles are delivered for maintenance and repair activities and picked up upon completion.

2.3.6 Ensuring vehicles and SPE being purchased, turned in, or transferred are processed through the MVFO.

2.4 The Associate Director is responsible for reviewing the team recommendations and implementing the assignments, recall, or retention of MSFC vehicles/SPE.

2.5 MVFO is responsible for:

2.5.1 Administering the requirements of this MPG and assuring compliance with NPG 6000.1 and other regulatory requirements.

2.5.2 Collecting vehicle usage data for the Annual General Purpose Vehicle Review Team.

2.5.3 Maintaining oversight into the vehicle/SPE assignments.

2.5.4 Interfacing with GSA for the lease, purchase, and/or turn-in of vehicles.

2.5.5 Interfacing with GSA and the user for vehicle maintenance and repair.

2.5.6 Managing the loaner vehicle/SPE availability (30-day time period).

2.5.7 Managing the TDY vehicle fleet per MWI 6700.1.

2.5.8 Managing the bus/van service.

2.5.9 Monitoring the mobile fueling service.

2.6 Annual General Purpose Vehicle Review Team is responsible for:

2.6.1 Evaluating all new vehicle permanent assignment requests.

2.6.2 Analyzing the Center utilization and distribution of available vehicular assets.

2.6.3 Recommending action to the Associate Director on reassignment or turn-in of vehicles.

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2.6.4 Reviewing all MSFC contract Government-leased vehicles for proper utilization.

3. PROCEDURES

3.1 Request of permanently assigned vehicle (funded by the requesting organization)

3.1.1 The organization's vehicle coordinator will evaluate the organization's existing assigned vehicles.

3.1.2 If required, the vehicle coordinator will request a permanent assignment of a vehicle from the MVFO Officer by submitting a MSFC Form 378, Vehicle/Equipment Inventory - Justification.

3.1.3 The Annual General Purpose Vehicle Review Team will assess all new assignments during the annual review.

3.2 Annual Vehicle Review

3.2.1 During the 1st quarter of the fiscal year, the Annual General Purpose Vehicle Review Team will meet to evaluate the current vehicle utilization.

3.2.2 The review criteria are the organization's vehicle assignments, justification, vehicle location, and overall Center vehicular requirements.

3.2.3 The team will provide recommendations to the Associate Center Director.

3.3 To request a loaner vehicle/SPE from the Motor Pool, call 544-4565 or 544-4564.

4. RECORDS

Records associated with this directive will be held by the MVFO in accordance with NPG 1441.1, Schedule 6/6700.

4.1 MSFC Form 1934, "Authority to Use Pool Vehicle/Equipment"

4.2 MSFC Form 494, "Daily Vehicle Dispatch Logbook"

4.3 MSFC Form 378, "Vehicle/Equipment Inventory Justification"

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5. FLOW DIAGRAM

None